

UNITED STATES GOVERNMENT

Memorandum

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TO : Distribution

DATE: JUN 17 1969

FROM : Apollo Program Manager, AP

SUBJECT: OMSF Apollo Program Directive No. 32C Dated May 27, 1969, Subject: Reliability and Quality Assurance Auditing

Reference: (a) Briefing Note to Dr. Debus from AP dated June 17, 1969,
Subject: Quality and Reliability Auditing, APD No. 32C

1. Revised OMSF Apollo Program Directive No. 32C, Quality and Reliability Assurance Auditing dated May 27, 1969, has been received by this office for distribution and implementation. Significant changes have been summarized in reference (a).
2. Applicable revisions will be forwarded to the Director, Quality Assurance (QA) for inclusion in KMI 5310.1, "Reliability and Quality Assurance Surveys and Audits".
3. No implementation is required on your part until the necessary coordination has been effected by QA for revision of the KMI.

R. O. Middleton

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Rear Admiral, U. S. Navy

Distribution:

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AP-RQA



BRIEFING NOTE

JUN 17 1969

TO: Center Director, CD

FROM: Apollo Program Manager, AP

SUBJECT: Quality and Reliability Assurance Auditing, APD No. 32C

This revision to an existing Apollo Program Directive has been reviewed by us, and we have determined that there are the following changes:

a. Paragraphs I and II (p. 1) have been reorganized for clarity. The scope has been limited to post contract award audits, and the purpose has been amplified to cover Apollo missions in lieu of Apollo flight activities.

b. Paragraph III (p. 1) has been modified to permit delegated representatives to implement the requirements of this Directive.

c. Paragraphs IV.A and IV.B (p. 2) have been revised primarily for clarity. The requirement that the surveying organization will designate a team chairman for each audit has been added.

d. Paragraph IV.C (p. 3) requires the initial audit report within 15 days after completion of the final debriefing (in lieu of "Completion of the scheduled audit period"), and in no case more than 30 days following the actual auditing. Also, the revision acknowledges that monthly close-out reports may be included in the regular monthly audit status report.

e. Paragraph IV.D (p. 3 & 4) has been modified to require a status report on the 15th of the month in lieu of the 1st. Also, the revision requires that the Center project its schedule for a six month period in lieu of three months. In addition, this Directive has been modified to require the Apollo Program Q&RA office, in lieu of the Center Program R&QA offices, to report on the auditing activity status to the MSF Management Council each quarter.

KSC is presently implementing APD No. 32B by KMI 5310.1B. Items a, b and c above do not impact the KMI. The KMI will have to be changed to implement Item d and the six month schedule requirement of Item e. I am advising the Director, Quality Assurance, of the required changes and requesting that the KMI be changed accordingly.

Pending such revision of KMI 5310.1B/QA, APD No. 32C will be given the usual limited distribution to primary and secondary organizations only.


R. O. Middleton

MAY 27 1969

APOLLO PROGRAM DIRECTIVE 32C

*Implemented by
KMI 5310.1C/
GA*

TO : DISTRIBUTION

Sam C. Phillips
APOLLO PROGRAM DIRECTOR

SUBJECT : Quality and Reliability Assurance Auditing

OFFICE OF PRIME RESPONSIBILITY: Quality and Reliability Assurance (MAR)

- REFERENCES:
- (a) NHB 5300.1A, Apollo Reliability and Quality Assurance Program Plan
 - (b) NPC 200-2, Quality Program Provision for Space System Contractors
 - (c) NPC 250-1, Reliability Program Provisions for Space System Contractors
 - (d) NPC 200-1A, Quality Assurance Provisions for Government Agencies
 - (e) NHB 5300.7, Management of Government Quality Assurance Functions for Supplier Operations
 - (f) NPD 5330.8, MSF Quality Assurance Audit and Discrepancy Reporting

I. PURPOSE

The purpose of this Directive is to specifically identify responsibilities at all organizational levels for planning, conducting, and reporting on audits of quality and reliability program activities for all Apollo mission and ground systems and equipment. It further defines the general auditing requirements specified in references (a) through (f).

II. SCOPE

This Directive is applicable to post contract award audits conducted of all Apollo Program Offices, appropriate Government Inspection Agencies, Apollo contractors, subcontractors and suppliers.

III. RESPONSIBILITIES

All NASA Apollo Program Offices or their delegated representatives shall be responsible for the implementation of requirements established by this Directive.

IV. ACTION REQUIREDA. Audits

The following organizations will audit the lower level organizations as indicated:

1. The Apollo Program Office will audit all MSF Center Apollo Program Q&RA functions and activities.
2. Center Apollo Program Offices (or delegated Center organization) will audit Center line organizations and field activities, on-site contractors, and Government Agencies delegated Apollo Q&RA responsibility.
3. Center Apollo Program Offices will audit (or delegate authority to an appropriate Center organization or Government Inspection Agency to audit) Apollo Q&RA activities at contractor locations.
4. Center Apollo Program Offices shall require Apollo contractors/subcontractors to audit in-house Q&RA activities and those of subcontractors and suppliers.

In order to minimize the need for duplicate audits and provide for an exchange of experience, audit team membership should include a selective combination of representatives from centers/contractors as well as the auditing agency's Quality and Reliability Assurance organization. Membership should be selected on the basis of recognized responsibility and specialty, compatible with the level and type of the audit. The auditing organization will designate a team chairman for each audit.

B. Audit Procedure

General guidelines for developing audit procedures are contained in references (a) through (f). These procedures should be implemented as appropriate to the level and type of audit to be conducted. In those instances where a delegated agency is performing an audit for one or more other organizations, the organization(s) delegating the audit responsibility shall coordinate and approve the auditing procedures.

C. Close Outs

Auditing organizations will forward the audit report to the organization having responsibility for implementing the recommendations within fifteen (15) days after completion of the final debriefing, and in no case more than thirty (30) days following the actual auditing. The organization having responsibility for implementing recommendations shall take prompt action to effectively close out all recommendations. Effective closeout will include identification of the action taken, manner and time of implementation, and positive feedback of the completion of the action. It is required that documented traceability be maintained on all actions. Audit reports will be replied to by the responsible organization thirty (30) days after receipt of the report. Thereafter, progress on closeout will be included in the monthly audit status report until the approved closeout by the auditing organization of all recommendations. Reasons for noncompliance with recommendations will be fully explained.

Auditing organizations shall review all closeout actions and notify in writing the responsible organization within fifteen (15) days after receipt of the replies, of their approval or disapproval of the closeout action. The auditing organizations will maintain a log on the transmission of the report, receipt of replies, and transmission of approval/disapproval of the replies. In addition, the auditing organizations will maintain status of closeout on all audits until completely closed out.

D. Status Reports

The Center Program Offices shall submit an audit status report on the fifteenth of every month to the Apollo Program Office, attention: MAR. This report shall cover center and prime contractor audit activity for the preceding month as follows:

1. Audits conducted by the Center and prime contractors.
2. A matrix indicating the number of both open and closed action items for each Center conducted audit that has not been fully closed out.

3. Copies of Center audit reports published.
4. Action taken by the Center to close out center action items initiated by Headquarters audits.
5. In addition, this report shall indicate audits scheduled by the Center and its prime contractors for the coming six months.

The Apollo Program Q&RA office will summarize and report on all auditing activity to the MSF Management Council once each quarter. Reporting will be in accordance with reference (f).

E. Schedules

In conjunction with information provided by the Centers, the Apollo Program Office will publish each quarter a combined Center and Prime Contractor audit schedule that will assist in eliminating duplication of audits. Schedules should provide for an audit of each activity at least once a year. This does not preclude conducting special reviews at any time to investigate specific problem areas.

V. IMPLEMENTATION

The requirements of this Directive are effective immediately and the implementation shall be periodically reviewed for compliance by the Apollo Program Office.